

CAPITAL PROJECTS ADVISORY REVIEW BOARD
Data Collection Subcommittee
World Class Conference Room, Kilroy Building, SeaTac
March 3, 2006, 12:00 – 2:00 p.m.

Draft Minutes

Name	Organization	Phone	e-mail
<i>Subcommittee Members</i>			
Darlene Septelka (Lead) Present	King County	509-358-7910	Darlene.septelka@METROKC.GOV
Carolyn Crowson Absent	OMWBE	360-753-9679	carolync@omwbe.wa.gov
Paul Szumlanski Present	General Administration	360-902-7271	PSzumla@GA.WA.GOV
Rep. Kathy Haigh Absent	State Representative – District 35	360-427-2028 (Shelton) 360-786-7966 (Olympia)	Haigh.kathy@leg.wa.gov
Ed Kommers Absent	Specialty Contractor Mechanical Contractors Association	206-442-9029	ekommers@comcast.net
Michael Transue Absent	Association of General Contractors	253-223-2508	cmjtransue@comcast.net
Alan Nygaard Present	University of Washington	206-221-4217	anygaard@u.washington.edu
Steve Goldblatt Present	University of Washington	206-685-1676	bconbear@u.washington.edu
Teresa Rodriguez Present	City of Seattle	206-684-0156	Teresa.rodriquez@seattle.gov
Steve Masse Absent	Office of Financial Management	360-902-0576	Steve.Masse@OFM.WA.GOV
Tom Peterson Present	Hoffman Construction	206-286-6697	Tom-peterson@hoffmancorp.com
Other Attendees			
Mark Gruger	MCA	(206) 442-9029	markmcaww@qwest.net
Nancy Deakins	General Administration	(360) 902-8161	deakink@dshs.wa.gov

Scribe: Searetha Kelly
 CPARB Website: <http://www.ga.wa.gov/cparb/>

Chairperson's Comments

Ms. Septelka suggested that the agenda for today include:

- Look at Carolyn's comments/suggestions and see if they should be included in the data collection system (review her handout and discuss)

- Go over the last survey and highlight what should be collected or not
- Original Team Survey – if no time, Ms. Septelka will email it to the subcommittee members

Review of Carolyn Crowson's Supplier Diversity Participation data collection recommendations

The Subcommittee reviewed Ms. Crowson's March 2, 2006 recommendations and decided to collect the following information (noting that in Ms. Crowson's absence, further discussion is needed with her):

1. Prime Contractor Selection
 - Did the Prime Contractors selected have participation programs that include outreach and sub-contracting with MWBE firms?
2. Sub-Contractor Selection
 - Were sub-contracting opportunities put out to bid?
 - Did the General Contractor or Public Owner conduct outreach to include qualified certified MWBE firms in subcontract opportunities?
 - Advertising -- yes or no
 - Contact OMWBE or NMBC or SBA -- yes or no
 - Outreach event(s) organized -- yes or no
 - How many certified MWBE firms submitted bid documents?
3. Quality Performance
 - How much was paid to certified MWBE firms?
 - What were MWBE goals? And were they met?
 - Evaluation of outreach program to be further defined

Last Survey Review

Ms. Septelka walked the Subcommittee through the last survey that was done focusing on GC/CM projects and made notations on which elements to keep and which ones that Subcommittee decided were not needed as well as those needing further discussion. Ms. Septelka will email notations to the Subcommittee members.

Look at project data to collect and subjective items and questions.

These are the items to be collected:

- Agency
- Project Name
- Agency Project Number
- Building Type (Not Construction Type)
- % New Construction
- % Renovation
- Building Size (Gross New Square Feet & Renovated Square Feet)
- Schedule (Planned & Actual for each)
 - Design
 - Construction (Use Substantial Completion and include definitions)

- Cost (Project Budgeted & Actual for each item below)
 - Total Design Cost
(Cost to produce CDs/design - to be further defined)
 - Total Construction Cost
 - MACC
 - Fee % of MACC
 - Fee
 - PreConstruction
 - General Conditions

Was project completed to meet owner's fiscal needs? Should have choice of answers

Claims – any claims to outside of project team (settlement amount; summary)

Questions from Mr. Peterson

- When was the initial budget established by the owner?
- GC/CM comes on board – do initial estimate, what was reconciled initial estimate? What was final negotiated MACC?

Ms. Septelka will e-mail the survey form to Subcommittee members to review Sections 5.0 (GC/CM Process Evaluation) to the end of the form for discussion at the next meeting, April 7th.

Meeting Adjournment

The meeting was adjourned at approximately 2:07 p.m.